



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics*

*Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY **AMENDED**

1. <u>Announcement Number</u> T-05-177-JC	2. <u>Title, Series, Grade, Salary</u> Health Technician GS-640-04 **\$12.64 to \$16.44 per hour**	3. <u>Tour of Duty</u> To be determined	4. <u>Duty Station</u> Research Service, **Vancouver, WA
5. <u>Type & Number of Vacancies</u> Temporary, NTE 1 Year 2 Part-time positions	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 8-2-05	8. <u>Closing Date</u> Open Until Filled

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

Incumbent secures patients' confidence and cooperation during procedures. Explains procedures, positions patients for desired results, and cushions and shield patients as appropriate. Determines technical factors, sets controls and operates blood pressure monitor and related equipment and instruments. Sets up blood pressure monitor according to study protocol. Takes blood pressures of study participants using an automated blood pressure monitoring devices. Operates, calibrates, and maintains medical instruments or equipment used to assist with or perform blood pressure measurement. Performs a range of diagnostic support duties such as taking, recording and reporting to supervisor deviations in vital signs, taking specimens, labeling specimens for the laboratory. Provides general clerical/administrative support coordination work for the study. Incumbent performs a variety of receptionist, record keeping, and miscellaneous duties in a general medical facility. Assembles patient records according to study protocols. Receives and directs patients, answers routine inquiries and makes referrals. May teach patients and family members the necessity of continuing proper health care regarding blood pressure management. Performs administrative tasks such as maintaining control records for specimens and tests and documenting measurements taken. Facilitates study procedures when blood samples are required for patient monitoring.

****THIS POSITION IS IN THE BARGAINING UNIT****

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-640 series apply and may be reviewed in the Human Resources Management Service office.

General Experience: 6 months experience with any type of work that demonstrates the applicant's ability to perform the work of the position, or experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: 6 months experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 6 months of appropriate specialized experience are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements. Positions in this series range widely in type and include support duties to medical or health personnel, Therefore, technician experience is experience that required application of the knowledge, methods, and techniques of the position to be filled.

Substitution of Education for Experience: Successful completion of 2 years above high school with courses related to the occupation that include at least 12 semester hours in subjects related to the position. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Describe your experience assessing blood pressure in the elderly or disabled.
2. Describe your experience in a clinical and/or research environment
3. Describe your experience obtaining information consent and conducting interviews.
4. Describe your experience using computers.
5. Describe your experience that demonstrates your ability to organize and maintain a system of records.

VACANCY ANNOUNCEMENT INFORMATION SHEET

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

This position will be open until filled. Application forms may be obtained in Human Resources Office or on our external website www.va.gov/portland/hr

Applications may be mailed to:

Portland VA Medical Center, P4HRMS
Attn: T-05-177-JC
PO Box 1034
Portland, OR 97207

Or brought in person to:

Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

US Citizens must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**